

# ASSISTANT CITY ATTORNEY

**GRADE: 27**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF THE CLASS:**

The Assistant City Attorney performs difficult professional level work involved in providing legal counsel to the Mayor and Council, City staff, and members of various boards and commissions of the City. The Assistant City Attorney reports to and receives broad direction from the City Attorney. Contacts are primarily with appointed City officials and with City staff to provide legal advice and/or review of policies, regulations, legislation, and ordinances covering a wide range of subject areas related to various City programs, services, and operations. The Assistant City Attorney provides legal review, coordinates the dissemination of legal information, analyzes and recommends solutions to difficult legal problems, and prosecutes enforcement actions related to public programs and laws. The work requires light physical demands with considerable mental effort and stress experienced when handling multiple projects concurrently and meeting deadlines. Results of work directly affect the ability of the City to provide essential services and to avoid liability of significant fiscal impact.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Conducts legal research and analysis of legal issues; applies laws, court decisions, and other legal authority in the preparation of opinions (both written and oral), memoranda, and court papers.

- Reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance, deeds, easements, and claims that have legal, financial and/or policy implications; analyzes documents for legal and policy consequences; approves the documents for execution by the City; represents the City's interest in various contract negotiations.
- Advises the City officials and staff regarding legal issues arising out of proposed legislation; drafts and reviews legislative bills, resolutions, ordinances, and regulations; analyzes them for legal and policy consequences; makes recommendations regarding legal issues affecting the City.
- Provides legal advice to the City Manager, department heads and other City staff to include the review and advice on major proposed actions, advice on specialized areas of the law, and legal review of written material.
- Represents the City in lawsuits before Federal and State courts and in administrative hearings, including enforcement actions.
- Prepares court papers, contracts, ordinances, resolutions, deeds, easements, leases, and other legal documents.
- Investigates complaints and claims by or against the City.
- Performs other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Graduation from an accredited school of law and three (3) years of experience as an attorney, including some experience involving local government law.

#### **Required Licensure:**

Membership in the Maryland State Bar.

#### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the organization and functions and goals of the City government.
- Extensive knowledge of the provisions of Maryland law, City Code and Charter provisions.
- Skill in negotiating agreements.
- Ability to perform legal review and research; assimilate and analyze various complex facts, issues and problems; determine alternative courses of legal action; and render a legal opinion and recommendation.
- Skill in preparing and presenting oral and/or written explanation and defense of legal opinions and decisions both in judicial as well as administrative settings, to include comprehensive explanation of legal concepts, positions, and/or policies.
- Ability to devise and draft effective legislation and other legal documents that support the policies of the Mayor and Council.
- Ability to establish and maintain effective working relationship with all level of employees..

- Ability to attend meetings and perform work assignments at times other than normal business hours.
- Ability to work independently and without close supervision.